

WORKING IN GROUPS

You will spend much of the day working in groups. As a group you will be asked to analyze or develop ideas, keep track of the issues you develop then make a report to the larger group. Each group will need:

Facilitator/Leader: One or more members should ensure that the group stays with the assigned task and that all participants have an opportunity to share ideas. This person and all group members should ensure use of ground rules.

Recorder: Ideas will be shared on flipcharts. Information from the charts will be used to make reports AND used later to transcribe the proceedings of the meeting. A staff member from the Department of Water Resources (DWR) will help you with this.

- A. List table participants
- B. Put Table # and Page # on each sheet
- C. Note issue being addressed
- D. Prepare Summary Sheet for Spokesperson

Reporter: Someone will report on behalf of the full group.

- Will summarize table conclusions from Flip Charts
- Should not be DWR staff
- Must speak into microphone
- Limit presentation to time allotted by Large Group Facilitator

Time Keeper: All activities will involve specific blocks of time. In order to complete tasks, one group member needs to keep track of time.

Personal Worksheets: In addition to the group notes, you may wish to make more in-depth individual or organizational comments. Worksheets will be available in each group to do this. These may also be turned in at the end of the session. If you are willing to include your name and contact information, it will help the person preparing the notes in the event they have questions.

